

AGENCY SUMMARY

SECRETARY OF STATE - DEPARTMENT OF STATE

Betsey Bayless, Secretary of State
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 (602) 542-4919

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Agency Mission:

To receive and record filings from governmental bodies and the general public; to provide election services to counties and candidates for office; to coordinate the statewide voter registration; to register and certify business transactions; to publish the official acts of the state of Arizona including its chapter laws, rules and regulations; to appoint notaries public and to carry out these mandates in a manner compatible with the requirements and expectations of the constituencies the office serves.

Agency Description:

The Department of State was created by the Arizona Constitution and is headed by a publicly elected Secretary of State, who serves as Acting Governor in the absence of the Governor and succeeds the Governor should a vacancy occur. The Secretary of State is the keeper of the Great Seal of the State of Arizona. The Secretary of State's office receives and records various filings, including Uniform Commercial Code transactions, trademark and trade name registrations, limited partnership and limited liability partnership filings. The Secretary of State is also the "Chief State Election Officer who administers election functions, including canvass and certification of statewide elections; and coordinates statewide voter registration as pursuant to National Voter Registration Act of 1993. It is also responsible for registration of lobbyists and acceptance of periodic lobbyist filings and campaign finance filings; publishes all official acts of the State of Arizona including laws, the Arizona Administrative Code and the Arizona Administrative Register; appoints notaries public and applies apostilles to all international transactions. In accordance with A.R.S §§ 41-121 et seq.; 29-301 et seq.; 44-1271 et seq.; 44-1441 et seq.; 44-6551 et seq.; 47-9401 et seq.; 41-311 et seq.; 41-1001 et seq.; 16-101 et seq.; 19-101 et seq.; 38-541 et seq.; 41-1231 et seq.; 16-142 et seq.; and 16-112 et seq.

Agency Summary:

(\$ Thousands)

	FY 1999 Actual	FY 2000 Estimate	FY 2001 Estimate
➤ ADMINISTRATION	704.9	739.1	757.4
➤ BUSINESS SERVICES	465.4	599.9	598.7
➤ PUBLIC SERVICES	752.8	811.1	799.6
➤ ELECTION SERVICES	2,490.4	3,972.9	3,889.1
Capital Funds	0.0	0.0	0.0
Agency Total	4,413.5	6,123.0	6,044.8

Funding and FTE Summary:

(\$ Thousands)

	FY 1999 Actual	FY 2000 Estimate	FY 2001 Estimate
General Funds	4,394.4	6,097.2	6,014.0
Other Appropriated Funds	0.0	0.0	0.0
Other Non Appropriated Funds	19.1	25.8	30.8
Federal Funds	0.0	0.0	0.0
Operating Funds Subtotal	4,413.5	6,123.0	6,044.8
Capital Funds	0.0	0.0	0.0
Agency Total	4,413.5	6,123.0	6,044.8
FTE Positions	38.0	39.0	39.0

Agency Goals and Key Performance Measures:

- ◆ Goal 1 To work with the Director of the Department of Motor Vehicles to permit the transfer of driver's license applications to allow voter registration in the conformity with the confidentiality requirements of the National Voter Registration Act 1993 in accordance to A.R.S. §16-142 and A.R.S. §16-112.

Key Performance Measures	FY 1998	FY 1999	FY 2000	FY 2001
● Implement progressive programs, in conjunction with the Motor Vehicle Division and Arizona's 15 County Recorders, to use electronic resources to clean up the voter registration rolls and re-register voters at their new addresses if the records show they have moved within Arizona.	Baseline	NA	NA	NA
● Percent of counties to coordinate electronic resource project to receive information on felony convictions in the 15 Arizona counties and transmit that information to the County Recorders for use in maintaining of accurate voter registration rolls.	Baseline	Baseline	50	100

- ◆ Goal 2 To provide the public, business community and governmental bodies with printed materials and on-line information and service.

Key Performance Measures	FY 1998	FY 1999	FY 2000	FY 2001
● Percent of technology upgrade projects completed	100	100	100	100
● Percent of forms provided on line for electronic filing by the public and the business community	NA	NA	Baseline	50
● Percent of transaction categories this office conducts	25	100	100	100
● Percent of forms provided on-line service and expanded Web Site with forms available for download	NA	NA	40	100
● Percent of all state agencies filing electronically to reduce the turn-around time for document filings	100	100	100	100
● Percent of all state agencies filing rules electronically through the Internet.	NA	NA	100	100
● Percent of printed materials accurately and expeditiously provided to the public	100	100	100	100

STA.1 PROGRAM SUMMARY
ADMINISTRATION

Contact: Warren Whitney, Asst. Secretary of State
 Phone: (602) 542-4919
 Constitution & A.R.S. § 41-121 et seq.

Program Mission:

To provide guidance, leadership and support to the staff of the Secretary of State's Office.

Program Description:

The Administration anticipates the increasing expectations of the public, candidates, elected officials, media and business community in order to provide timely and efficient filing and retrieval of information through advanced automation. The Administration provides technology support to all divisions.

Funding and FTE Amounts:	(\$ Thousands)		
	FY 1999 Actual	FY 2000 Estimate	FY 2001 Estimate
General Funds	686.7	719.1	732.4
Other Appropriated Funds	0.0	0.0	0.0
Other Non Appropriated Funds	18.2	20.0	25.0
Federal Funds	0.0	0.0	0.0
Program Total	704.9	739.1	757.4
FTE Positions	9.0	9.0	9.0

Program Goals and Performance Measures:

- ◆ Goal 1 To lead and support the staff of the Office of the Secretary of State in carrying out its statutory obligations to file and retrieve information for the public.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Percent of forms available via Internet	0	50	75	100
● Percent of Blue Book published on-line	0	0	100	100
● Percent of people accessing on-line order forms for the Blue Books	NA	NA	Baseline	50
● Percent of people accessing the Arizona Administrative Register on-line	NA	NA	Baseline	50
● Percent of Arizona Administrative Code published on-line	65	90	100	100

STA.2 PROGRAM SUMMARY
BUSINESS SERVICES

Contact: Connie Copeland, Director
 Phone: (602) 542-5561
 A.R.S. §§ 29-301 et seq.; 44-1271 et seq.; 44-1441 et seq.

Program Mission:

To support and provide resources to the business community through timely and accurate filings. To provide public information in an easy accessible format.

Program Description:

The Business Services Division exists to centralize statewide registration of trademarks, trade names, limited partnerships, and foreign limited partnerships; to perfect Uniform Commercial code

filings for the general public and to register charities, telemarketers and fundraisers for charities.

Funding and FTE Amounts:	(\$ Thousands)		
	FY 1999 Actual	FY 2000 Estimate	FY 2001 Estimate
General Funds	465.4	599.9	598.7
Other Appropriated Funds	0.0	0.0	0.0
Other Non Appropriated Funds	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0
Program Total	465.4	599.9	598.7
FTE Positions	12.0	12.0	12.0

Program Goals and Performance Measures:

- ◆ Goal 1 To improve customer protection and service through timely and accurate filings.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Percent of documents returned in 48 hours	NA	60	70	100

- ◆ Goal 2 To provide public disclosure through easy, accessible information and public documents and on-line database search capabilities from our web site.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Percent of conversion project of charitable organization information on-line	100	100	100	100
● Percent of partnerships data converted from microfiche to electronic format	NA	NA	Baseline	50
● Percent of UCC - Microfiche converted to electronic format	NA	50	100	100
● Percent of conversion project of Trade name/Trademarks converted from microfiche to electronic format	NA	NA	Baseline	50
● Percent of conversion project of electronic filing for "Limited Telephone Solicitation Registration" on-line	NA	NA	100	100

STA.3 PROGRAM SUMMARY
PUBLIC SERVICES

Contact: Mimi Griffiths, Director
 Phone: (602) 542-0223
 A.R.S. §§ 41-311 et seq.; 41-1001 et seq.

Program Mission:

To provide public information, process applications, file agency rules and publish the Arizona Administrative Code and the Arizona Administrative Register, publish statutorily mandated and other informational publications and documents, serving the public efficiently and professionally.

Program Description:

The Public Services Division files and publishes quarterly the rules of the state's agencies in the Arizona Administrative Code, and weekly in the Arizona Administrative Register; publishes most of the documents for the Office of the Secretary of State including the State Constitution, the Residential and the Mobile Home Park Residential Landlord and Tenant Acts, the Arizona Notary Public Handbook, the legislative directory, the Arizona Blue Book and numerous other documents, pamphlets, booklets, etc.; reproduces for public distribution the Chapter Laws as passed by the legislature and signed by the Governor; files the notices of the Governor's

appointments to the state's boards and commissions; commissions notaries public and certifies notarizations, rules, and laws.

Funding and FTE Amounts:

(\$ Thousands)

	FY 1999 Actual	FY 2000 Estimate	FY 2001 Estimate
General Funds	751.9	805.3	793.8
Other Appropriated Funds	0.0	0.0	0.0
Other Non Appropriated Funds	0.9	5.8	5.8
Federal Funds	0.0	0.0	0.0
Program Total	752.8	811.1	799.6
FTE Positions	10.0	10.0	10.0

Program Goals and Performance Measures:

- ◆ Goal 1 To serve the public by providing printed materials accurately and expeditiously.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Number of Landlord-tenant Acts distributed	43,091	52,651	55,000	60,000
● AZ Blue Books distributed	2,100	3,400	6,500	7,500
● Number of pages printed per year per subscriber to the AZ Administrative Code (one set per supplement) (in thousands)	1,271.9	1,625.3	1,512.5	1,650.0
● Rules filed	2,752	3,716	3,700	4,000

- ◆ Goal 2 To develop new brochures, booklets and other publications as mandated by law or requested by the public; to print them in-house as required with 30-35% using the four-color process.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Percent of brochures, booklets, and flyers completed in color printed in-house	5	5	30	100

- ◆ Goal 3 To allow agencies filing rules to do so electronically over the Internet.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Percent of agencies filing rules over the Internet	0	0	20	80

- ◆ Goal 4 To create a user-friendly database of notary public applications to enable the public to renew notary commissions over the Internet.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Number of notaries who renew over the Internet	NA	NA	NA	Baseline
● Number of Notary applications processed	19,621	19,000	20,000	21,000

STA.4 PROGRAM SUMMARY**ELECTION SERVICES**

Contact: Jessica Funkhouser, Director

Phone: (602) 542-6167

A.R.S. §§ 16-101 et seq.; 19-101 et seq.; 38-541 et seq.

Program Mission:

To provide professional, courteous service in the administration of campaign finance and lobbyist laws; candidate and ballot filings; training and certification of county recorders and election officials; develop and implement coordination of statewide voter

registration; review and certification of election equipment used by the counties; conducting logic and accuracy tests prior to each election on counties' vote counting devices; conducting a voter outreach program; providing information to the public on ballot measures through publication of the publicity pamphlet and town halls; and retrieval of filings for the public upon request.

Program Description:

The Election Services Division complies with its statutory mandates by registering lobbyists and accepting their filings; accepting campaign finance filings; coordinating state responsibilities for voter registration under the National Voter Registration Act of 1993; receiving documents from and certifying for the ballot candidates for state office; canvassing and certifying the results of statewide elections; testing and certifying voting devices for use by counties; testing the logic and accuracy of counties' election equipment and training and certifying county election officials; certifying initiatives and referendums for the ballot; publishing and mailing the publicity pamphlet to every household with a registered voter; conducting Town Halls on ballot measures; creating and implementing a voter outreach program. All filings and data mentioned above are available for use and copying by the public.

Funding and FTE Amounts:

(\$ Thousands)

	FY 1999 Actual	FY 2000 Estimate	FY 2001 Estimate
General Funds	2,490.4	3,972.9	3,889.1
Other Appropriated Funds	0.0	0.0	0.0
Other Non Appropriated Funds	0.0	0.0	0.0
Federal Funds	0.0	0.0	0.0
Program Total	2,490.4	3,972.9	3,889.1
FTE Positions	7.0	8.0	8.0

Program Goals and Performance Measures:

- ◆ Goal 1 To increase the ability of the Secretary of State's Office to make information filed in the Office accessible to the public in electronic format and via Internet access.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● Percent of Campaign Committees using electronic filing	40	50	75	100
● Percent of campaign finance data available for on-line retrieval	100	100	100	100
● Percent of lobbyists using electronic filing	NA	NA	Baseline	50
● Percent of candidate's committees utilizing diskette filing of campaign finance reports	75	80	100	100

- ◆ Goal 2 To coordinate statewide voter registration as provided under the National Voter registration Act of 1993.

Performance Measures	FY 1998 Actual	FY 1999 Actual	FY 2000 Expected	FY 2001 Expected
● To maintain the integrity of the voter registration rolls through the use of electronics and information provided by county offices and MVD (percent completed)	NA	NA	Baseline	100

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